



United States Department of Agriculture  
 Office of the Chief Financial Officer  
 National Finance Center  
 Government Employees Services Division

**Functional Requirements Document (FRD)**

<b>Project#</b> 621996	<b>Project Title:</b> Add Severance Payment to SPPS Web on Agency's Side	<b>Date Prepared:</b>  11-01-13
---------------------------	---	---------------------------------------

<b>Scope:</b>	Add "Severance Payment" to the drop down option menu in SPPS. This option is needed to allow Agencies the ability to process Severance Payments themselves through the National Finance Center's SPPS-Web.
<b>Assumptions:</b>	
<b>Test:</b>	

**Functional Requirements**

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSE) Requirements

Add "Severance Payment" as an option to the drop down menu in SPPS-Web. This option should be added under the title "Miscellaneous Payment" which displays several other sub titles. The Severance Payment option will allow Agencies the ability to process Severance Payments themselves through the National Finance Center's SPPS-Web. Also, in Miscellaneous Payment use the Standard Deduction (Federal, State, City, County, Medicare and Social Security).

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

"Not Applicable"

**Signature of Web Requirements Acting Branch Chief:**  
Alisa R Wells /s/

**Date:**  
04-18-14